**ALAMEDA CTC ADMINISTERED FUNDS**

**PROJECT PROGRESS REPORT**

|  |  |
| --- | --- |
| PROJECT TITLE: |  |
| PROJECT SPONSOR: |  |
| AGREEMENT NO: |  |
| REPORTING PERIOD:*(check one and complete the year)* | [ ]  **January 1st to June 30th, 20\_\_**[ ]  **July 1st to December 30th, 20\_\_**[ ]  **Other:**  |

1. **CURRENT STATUS**

[ ]  No current issues with the project.

[ ]  Issues that do not need Alameda CTC’s assistance at this time.

[ ]  There are issues and may require Alameda CTC’s assistance.

*Describe general project status***.**

*Describe any issues indicated above, including the action(s) needed and timeline to resolve.*

1. **REPORTING ACTIONS** *Describe key developments occurring during this reporting period.*
2. **ANTICIPATED FUTURE ACTIONS** *Describe key developments expected in the next reporting period.*
*

1. **PROCUREMENT STATUS: PROFRESSIONAL SERVICES AND CONSTRUCTION CONTRACT(S)**

*Project Sponsor is required to abide by* [*Alameda CTC Local Business Contract Equity (LBCE) Program*](https://www.alamedactc.org/get-involved/contract-equity/) *requirements as it pertains to solicitations and subsequent contract(s) goals.*

[ ]  ***SUBJECT TO LBCE PROGRAM:*** *For procurements subject to the LBCE Program Project Sponsor shall submit copies of solicitation(s) and contract(s) to Alameda CTC* for review. Indicate below the current procurement status.

[ ]  Procurements previously completed/copy of contract(s) provided to Alameda CTC.

[ ]  Procurements already underway:

1) Request for Proposals (RFPs) and

2) Draft consultant contract(s) have been submitted to Alameda CTC for LBCE review.

[ ]  Anticipated procurements anticipated as noted below:

|  |  |
| --- | --- |
| Types of Service(s) Anticipated: |  |
| Release RFP Date: |  |
| Does RFP contain [sample LBCE procurement language](https://www.alamedactc.org/get-involved/contract-equity/) (Y/N)? |  |
| Anticipated Contract Award Date: |  |

***FOR ALL PROCUREMENTS Subject to LBCE Program goal requirements Project Sponsors confirms:***

[ ]  All RFPs and contracts will contain [sample LBCE procurement language](https://www.alamedactc.org/get-involved/contract-equity/) for professional services and/or construction contracts.

[ ]  All contracts subject to LBCE will contain LBCE goal requirements and be able to report on MB/BB/VRF utilization.

[ ]  ***NOT SUBJECT TO LBCE PROGRAM:*** *The Project procurements are NOT subject to the LBCE Program*

[ ]  No procurements required for professional services or construction contracts.

[ ]  LBCE program NOT applicable; non-capital project i.e. program or transit operations.

[ ]  LBCE program NOT applicable; capital project exclusively funded by TFCA.

1. **AMENDMENTS TO SCOPE, COST, SCHEDULE, PERFORMANCE MEASURES**

[ ]  An amendment to the funding agreement IS NOT required at this time (Project scope, cost, schedule and performance measures remain consistent with executed funding agreement.)

[ ]  An amendment to the funding agreement IS required at this time to the following area(s) of the funding agreement:

|  |  |
| --- | --- |
| [ ]  Scope[ ]  Budget [ ]  Schedule | [ ]  Deliverable Deadlines[ ]  Performance Measures |

A completed Amendment Request form will be provided to Alameda CTC:

|  |  |
| --- | --- |
| [ ]  With this Progress Report | [ ]  Will be submitted at a later date |

Sponsors are required to formally request an amendment in writing by submitting a completed Amendment Request Form for consideration: <https://www.alamedactc.org/funding/reporting-and-grant-forms/>.

1. **EXPENDITURES AND REIMBURSEMENTS**

 [ ]  Request for Reimbursement submitted in the last six months

[ ]  No Request for Reimbursement submitted in the last six months due to:

[ ] Project has not started/no reimbursable costs.

[ ]  Invoicing delay

[ ]  Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **ANNUAL PUBLICITY REQUIREMENTS**

*Project Sponsor shall credit Alameda CTC as a funding source and display the approved Alameda CTC logo (where feasible) on publicity documents. For Transportation Funds for Clean Air Funded (TFCA) funded projects, the Air District is to be credited as well.*

[ ]  Website: Project information posted online.

Website: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[ ]  Signage: Project signage is posted on construction projects and/or transit vehicles.

[ ]  Evidence of signage attached to progress report.

[ ]  Annual Article: Project information published in newsletter, newspaper, or online.

[ ]  Copy of article attached to progress report

If any of the three boxes above was not checked, explain why below:

1. **PERFORMANCE REPORTING**

[ ]  Project is a capital project, and does not have performance targets and goals to monitor.

[ ]  For projects that have specific performance targets, complete the Table below.

|  |
| --- |
| **Table 1 - Performance Measures Report** |
| **No.** | **Performance Measure**  | **Target** | **Progress/Activity** **to date** | **Progress/Activity** **this Period** |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |
| 4 |  |  |  |  |
| 5 |  |  |  |  |
| 6 |  |  |  |  |
| 7 |  |  |  |  |
| 8 |  |  |  |  |

*Performance measures and Targets must be consistent with the Project Funding Agreement.*

1. **CASH FLOW OF ALAMEDA CTC ADMINISTERED FUNDS** *Provide a forecast of expenditures for Alameda CTC obligated funds in the agreement.*

**ALAMEDA CTC FUND SOURCE 1:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |
| --- | --- |
|  | **Anticipated Expenditure By Fiscal Years***(enter fiscal years in the blank header below)* |
| **No.** | **Task** | **Agreement Amount** | **Previously Billed** |  |  |  |  |  |  | **FUTURE** |
| 1. |  |  |  |  |  |  |  |  |  |  |
| 2. |  |  |  |  |  |  |  |  |  |  |
| 3. |  |  |  |  |  |  |  |  |  |  |
| 4. |  |  |  |  |  |  |  |  |  |  |

**ALAMEDA CTC FUND SOURCE 2:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |
| --- | --- |
|  | **Anticipated Expenditure By Fiscal Years***(enter fiscal years in the blank header below)* |
| **No.** | **Task** | **Agreement Amount** | **Previously Billed** |  |  |  |  |  |  | **FUTURE** |
| 1. |  |  |  |  |  |  |  |  |  |  |
| 2. |  |  |  |  |  |  |  |  |  |  |
| 3. |  |  |  |  |  |  |  |  |  |  |
| 4. |  |  |  |  |  |  |  |  |  |  |

 **Note any special considerations pertaining to the cash flow schedule:**

Instructions/ Notes:

1. A Fiscal Year is defined as July 1st to June 30th.
2. Tasks and Agreement amount by Task are based on the funding agreement.
3. Copy/paste an additional table if there are multiple Alameda CTC Administer funds